

ENGINEERING TECHNICIAN

FLSA Code: N

Job Code: 3005

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work performing a variety of engineering and related assignments; does related work as required. Work is performed under the general supervision of the Public Utilities Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Processing and logging construction inspection reports; preparing preliminary design and cost estimates; preparing and maintaining engineering drawings, as-builts, maps, plans, records and files.

Uses computer aided drafting equipment and personal computers and drafting software to perform a variety of drawings, plans and reports;

Performs field measurements and survey data for assigned projects;

Assists with plans review and permitting duties;

Researches real estate records for the determination of ownership for properties required for public purposes;

Provides technical assistance to the public, answers questions or directs inquiries to proper agencies;

Plans and participates in the preparation of maps, plans, profiles and designs of public utility projects;

Handles questions, complaints and requests for information by investigation and follow-up;

Prepares special reports as directed;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school supplemented by college level courses in drafting and engineering and some experience in subprofessional engineering work and CAD systems; general knowledge of basic construction and civil engineering principles, practices and techniques, standard office procedures, practices and equipment, and the ordinances related to land improvement; demonstrated ability to organize facts effectively and to prepare clear and concise reports and technical engineering drawings and reports; demonstrated ability to establish and maintain effective working relationships with associates, public and private agency officials and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.